



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEPR-P (715)

15 August 2003

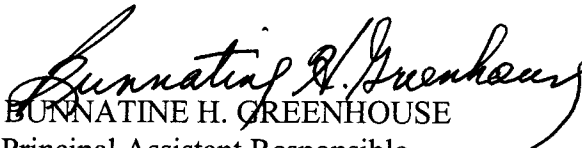
MEMORANDUM FOR ALL USACE COMMANDS (DIRECTORS/CHIEFS OF  
CONTRACTING)

SUBJECT: PARC Instruction Letter (PIL) 2003-16, Guidelines for Crediting Continuous Learning (CL) Activities

1. Reference enclosed Attachment 1 concerning subject guidelines.
2. This PARC Instruction Letter (PIL) 2003-16 provides guidance regarding the number of Continuous Learning (CL) points to be awarded to the participants of The Office of the Principal Assistant Responsible for Contracting (OPARC) annual USACE 2003 PARC Roundtable/Conference at the Westin Crown Center located in Kansas City, Missouri, beginning at 1:30 pm on 15 July 2003 and concluding at 2:00 pm on 17 July 2003. The number of approved CL points for participants and speakers are as follows:
  - Individuals who attended the full length of the conference, to include the Teambuilding Segment may claim 20 points.
  - Individuals who attended the full length of the conference, excluding the Teambuilding Segment may claim 17 points.
  - Guest Speakers in the position as a Government employee may claim 25 points.
4. Any changes to the guidelines will be provided as an addendum to this PIL.
5. It is the responsibility of the supervisor and employee to ensure that the Individual Development Plan/Continuous Learning (IDP/CL) is updated to reflect the CL points awarded.
6. The POC for this PIL is Sylvia J. Moody, CEPR-P, 202-761-4700, e-mail: [sylvia.j.moody@usace.army.mil](mailto:sylvia.j.moody@usace.army.mil).

FOR THE COMMANDER:

Encl

  
BUNNATINE H. GREENHOUSE  
Principal Assistant Responsible  
for Contracting

# GUIDELINES FOR CREDITING CONTINUOUS LEARNING ACTIVITIES

## ATTACHMENT 1

	DAU Certification Courses	10 Per CEU/See DAU Catalog
	DAU Continuing Acquisition Training	10 Per CEU/See DAU Catalog
	DAU Assignment Specific Courses	10 Per CEU/See DAU Catalog
	Other Continuing Acquisition Training	1 point per 60 minutes instruction
	Team Training	1 point per 60 minutes instruction
	Mentor Training	1 point per 60 minutes instruction
	Training with Industry (See Note 2)	1 point per 60 minutes instruction
	Management/Leadership Training	1 point per 60 minutes instruction
	Equivalency Exams	(See Note 3)
	Quarter Hour	10 Per Quarter Hour
	Semester Hour	15 Per Semester Hour
	AA	10 (See Note 4)
	BS/BA	20 (See Note 4)
	MS/MA	30 (See Note 4)
	PhD	40 (See Note 4)
	Continuing Education Unit (CEU)	10 Per CEU
	Equivalency Exams	(See Note 3)
	On-the-Job Experiential Assignments	Maximum 40 points in 2 years
	Rotational/Broadening Assignments	Maximum 80 points in 2 years
	Experience with Industry (See Note 2)	Maximum 80 points in 2 years
	IPT/Special Project Team Member	Maximum 20 points in 2 years
	IPT/Special Project Team Leader	Maximum 20 points in 2 years
	Mentor	Maximum 10 points in 2 years
	Professional Examination, License or Certificate, e.g., CPA, PE	10 to 30 points (See Note 5)
	Active Association Membership	5 points
	Teaching/Lecturing (See Note 6)	2 points for each hour of presentation; maximum 20 in 2 years
	Symposia/Conference Presentations (See Note 6)	2 points for each hour of presentation; maximum 20 in 2 years
	Workshop/Conference Attendance	1 point per 60 minutes of content; maximum 8 per day
	Publications:	(See Notes 6 and 7)
	Texts	25 to 40
	Technical Papers, Monographs, etc.	10 to 25
	Consulting (See Note 6)	10 to 25
	Patents	15 to 40 (See Note 5)

### NOTES:

1. Minimum requirement is 80 points over two years. Documentation and verification are the responsibility of the employee and supervisor.
2. The Intergovernmental Personnel Act and DoD Directive 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," apply.
3. Equivalency exams taken in lieu of completing a DAU training course, or an academic course, may receive the same number of points that would be awarded for actual completion of the course.
4. Points for degrees may be credited in addition to quarter hour or semester-hour points, but only in the year in which the degree is awarded.
5. A professional license or a patent award may be counted only in the year initially received.
6. See Section V. Paragraphs D and E on pages 7 and 8 of this Policy for compliance requirements.
7. Publications may be credited only in the year published.